

POSITIVE BEHAVIORAL SUPPORTS LOCAL IMPROVEMENT GRANT (LIG)
INFORMATION and APPLICATION FORMAT 2003-2004
Application for Year 1 and Year 2 Implementation Sites

What is a Local Improvement Grant?

Local Improvement Grants (LIGs) are designed to improve student achievement through specific, on-going teacher professional development.

LIGs are primarily focused on the improving the academic achievement of students with disabilities. However, buildings/districts receiving these grants may focus their improvement efforts on all students in the targeted schools.

Grants are for a one-year period. Funding for years after 2003-04 are not assured at this time.

Applications for subsequent years must provide data indicating progress achieved in the previous year and clearly specify why continued funding is needed. Information also must address the impact of professional development activities on both student performance and teacher practice.

When does the application need to be received? Where do I send it?

All applications must be **received by April 30, 2003** to be considered. Districts may apply for a single grant for one or more building sites or multiple grants for one or more buildings. A separate application must be completed for each \$6,000 desired.

Applications can be obtained at the Department's WEB site,
<http://www.dese.state.mo.us/divspeced> Click on State/Local Improvement Grant. Send 2 copies of each application to the attention of:

John Bamberg
Director of Effective Practices
DESE, Division of Special Education
PO Box 480
Jefferson City, MO 65101

Any questions should be directed to John Bamberg at 573-526-0298.

Successful districts will be notified by May 16, 2003. Application narratives should be no more than 15 double spaced pages, 17 pages if this is a continuation grant. Budget, data, or assurance information will be accepted on additional pages.

Who should apply for a PBS LIG?

Districts that wish to improve behavioral interventions for all students (while focusing on students with disabilities) can apply for funds to support professional development activities that focus on providing positive behavioral supports.

All districts in the state are eligible for this award. Professional development activities can be targeted to an individual school, a set of schools, or district-wide.

Professional development activities must include participation in the Positive Behavioral Supports (PBS) Institute and other activities supporting Institute efforts to reduce discipline incidents for all students. The PBS Institute is a training activity held over six days across the school year. Districts will send a team that includes an administrator and educators/auxiliary personnel as appropriate (MSW, counselors, etc.) from each building receiving grant funds, usually four individuals total. The Institute includes training about positive behavioral supports (PBS) at the school-wide, small group, and individual levels, and offers opportunities for assistance and team planning during implementation.

Results expected: reduction of behavioral incidents (including referrals to principal); reduction of suspensions and expulsions; improved school climate as measured by students and faculty.

What is a Year 1 or Year 2 Implementation Site?

A Year 1 Implementation site is a location (building, group of buildings, district) that has never received a PBS LIG *AND* has never implemented PBS in a systemic fashion at that location.

A Year 2 Implementation site is a location (building, group of buildings, district) that has implemented PBS in a systemic fashion at that location for one year *OR* is working on implementing universal PBS at that location (i.e., the location does not yet have universals in place or is not quite ready to implement secondary interventions). Funding may have been through a DESE PBS LIG or through other sources. Training and implementation has been in line with the Missouri PBS Institute and the OSEP Center for PBIS and its affiliates.

IF THIS GRANT IS FOR A YEAR 2 IMPLEMENTATION SITE *that has completed most universal implementation, consider the Local Improvement Grant for Advanced Training for Returning Implementation Sites* at www.dese.state.mo.us/divspered/ . Click on the State/Local Improvement Link for this application.

How do we apply?

On a separate piece of paper, provide the information and answer the questions listed below.

APPLICATION FORMAT

Submit the following district information:

District Name:

County-District Code:

Building Name (if applicable):

Contact Name:

Contact Address:

Contact Voice Phone:

Contact Fax Number:

Contact Email Address:

Contact Summer Address:

Contact Summer Voice Phone:
Contact Summer Fax Number:
Contact Summer Email Address:

District has/has not received a LIG grant for PBS previously.
This application is for Positive Behavioral Supports.

Why does your district need funding for professional development in PBS?

The purpose of this section is to substantiate a need for staff training in PBS and PBS intervention at the identified site(s) that is related to your district and buildings' long-term improvement plans.

Write a narrative establishing how the project's training is linked to the district's improvement efforts, as outlined in its CSIP, and building-specific improvement plans.

Identify the building(s) that will participate in the grant and the number of teachers and students (general education and special education) that will receive direct or indirect benefit from grant activities. The grant must also indicate the number of teachers for whom the activities will be a required component of their professional development plan, as well as the number of teachers who may volunteer to participate.

Submit baseline data for each building that will be involved in the grant activity.

■ Baseline data must include number of disciplinary office referrals for students with disabilities compared to students without disabilities in the buildings where funds will be used.

■ Baseline data also must include number of suspensions/expulsions for students with disabilities compared to students without disabilities in the buildings where funds will be used.

If this is an application for a building that previously received PBS LIG funding, data must be provided for the first year that funding was received through each year the grant was funded.

■ Indicate agreement to attend a six-day Positive Behavior and Support (PBS) Institute during FY 04 with a team (building or district-level) that must include an administrator.

a. The PBS Institute will address school-wide, small-group, and individual positive behavioral supports with nationally-known statewide trainers, and problem-solving assistance will be provided teams over the school year to help facilitate PBS implementation at the school-wide level.

b. **All team members, including the administrator, must attend the Institute in its entirety. Failure to do so jeopardizes grant funding.**

c. Activities beyond the cost of attendance at the PBS Institute must directly support implementation of Institute activities (see list below)

d. Application must include a first and second preference for training location with related dates. The Institute will be held in four locations on the following dates. *Be sure the dates chosen do not conflict with mandatory training, etc.*

e. Sites that have attended the PBS Institute previously will want to consider sending a *different team* to this training, since the material is consistent with previous years' training. If the site is ready for more advanced training (specifically, the site has completed implementation of universal interventions), *consider the Local Improvement Grant for Advanced Training for Returning Implementation Sites* at www.dese.state.mo.us/divspeced/ . Click on the State/Local Improvement Link for this application.

RPDC	Module 1	Module 2	Module 3
Columbia	September 30-October 1, 2003	January 27-28, 2004	March 30-31, 2004
Rolla	September 23-24, 2003	January 27-28, 2004	March 30-31, 2004
St. Louis	September 24-25, 2003	January 28-29, 2004	March 30-31, 2004
Warrensburg	September 23-24, 2003	January 27-28, 2004	March 23-24, 2004

What are your goals for FY03 implementation?

The purpose of this section is to identify goals for the end of FY03 implementation. Base these goals on participating buildings' current data on student suspensions (ISS and OSS) and expulsions, as well as office referrals.

Historical data should be provided to show trends if available for first-time PBS LIG applicants, and must be provided for continuing PBS LIG applicants. Other pertinent data may be student attendance or graduation rates.

Present a timeline of activities that includes measurable benchmarks toward meeting project objectives, how the achievement of those benchmarks will be assessed, and how assessment results will be used to monitor and adjust plans of action for the duration of project funding. Ensure that some of your objectives will be completed during the school year, or shortly afterward as the grant final report is due to DESE prior to July 30, 2004.

How will you disseminate your results?

Describe plans and methods for disseminating the products, strategies or results of the project. Examples may include submitting Good Teaching Ideas (lesson plans) to SuccessLink or writing articles for professional publications.

How will you sustain these activities?

Describe how the project will be sustained beyond the grant-funding period (e.g., matching funds, local commitments to sustaining implementation, etc.). **SIGNIFICANT CONSIDERATION** will be given to this section of the grant during evaluation, as funding is not assured at this time.

What assurances must we agree to?

Each district's application must state the district agrees to comply with the following

Assurances. Type the assurance statements and have the Superintendent or Authorized Representative sign. DESE does not have regulations specifying who may be an Authorized Representative, as this is a local policy.

1. The District agrees to identify one parent of a child with a disability and one educator that will participate in a 1 ½ day regional training. The district will assist this team in offering the training to all parents of children with disabilities who reside in the district. Money from the grant should be used to support all costs associated with parent training. Districts that have received a Local Improvement Grant previously will not be required to attend this training *only if* the originally trained team is available and willing to provide training at the district during the 2003-04 school year.

2. The District agrees to participate in any state-level evaluation needs that are required by the Department of Elementary and Secondary Education for the State Improvement Grant. Efforts will be made to use locally collected evaluation data to satisfy the requirement.

3. The District agrees to provide evaluation data regarding grant activities as requested by the Division of Special Education.

How will we spend our money?

The project's budget is reasonable, cost-effective, and directly supports the planned activities. Project budgets must be within the maximum limit of \$6,000 and use the categories identified below. *Remember that the grant is for teachers' professional development.*

Funding will be provided for the inclusive period of July 1, 2003 through the next June 30, 2004. Project funds are not expended or expended on non-approved activities shall be returned within 90 days following the end of the fiscal period for which they were granted. Unexpended funds will not be re-granted for the subsequent project year. Funds will be distributed in the state aid payment in the following schedule: 50% September payment, 30% November payment, and the remaining 20% at submission of an approved Final Expenditure Report. Funds will be identified on state aid payment with a project number ending in "LIG," the description will be "Local Improv," and the revenue code will be 5441.

Break down the budget items into subcomponents as needed to clearly identify how the funds will be used. Complete the "Initial" column. If approved, DESE will provide the Approved Budget column.

Budget Request	Initial	Approved Budget
Salaries/Substitutes		
Contract Professional		
Services/Trainer Stipends		
Expenses		
Parent Training, Materials, travel expenses		

Construction	Not permitted.	Not permitted.
Indirect	Not permitted.	Not permitted.
Equipment	Not permitted.	Not permitted.
Total Budget (not to exceed \$6,000)		

**Budget must include the cost of training institute (per team) and travel and lodging expenses for institute participants. Sample budgets follow.

*These budgets are samples only. District policy should guide actual budget preparation, especially regarding mileage, food, honorariums and child/respite care.

Sample Positive Behavioral Interventions and Supports Institute:

	Within/Outside Driving Distance of Participating RPDC	
Subs (\$75/dy * 2 * 6 days) =	900	900
Lodging (\$80/dy * 4 people * 6 nights) =		1920
Transportation (240 mi @ .30 * 1 car * 3 trips) =		216
(100 mi round trip @ .30 * 1 car * 6 days) =	180	
Food (\$14 * 4 people * 8 dinners) =		448
Parent Training funds per district	300	300
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TOTAL:	\$1380	\$3784

Additional Funds for Support Activities:	4620	2216
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(Activities determined by PBS teams at Institute if attending; generally include purchase of release time, small amount for materials – not to exceed \$300)